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Call Centre : 0800 117 669
E-mail : enquiries@gepf.co.za
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This exit form must be completed where a member of the GEPF exits the fund. For notification of divorce the Z103 - Notification of Divorce must be completed.

Important!

- All sections and fields must be completed except where an option is exercised i.e. a choice of account type, exit type etc.
- All attachments must accompany the exit form and where certified copies of documents are required, the certification may not be older than 6 months on receipt of the documents in GEPF.

TYPE OF TRANSACTION: A. Resignation/Absconded B. Transfer between funds C. Retirement D. Death

A) PERSONAL PARTICULARS (Compulsory for all types of transactions)

1. Current pension No.	<input type="text"/>	2. Previous Pension No.	<input type="text"/>
3. Title	<input type="text"/>	4. Date of birth	<input type="text"/>
5. Surname	<input type="text"/>		
6. Firstname	<input type="text"/>		
7. Middle names	<input type="text"/>		
8. Maiden name	<input type="text"/>		
9. Salary No.	<input type="text"/>	10. Income tax No.	<input type="text"/>
11. ID No.	<input type="text"/>	(or) 12. Passport No.	<input type="text"/>
13. Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	15. Service (Appointment) date:	<input type="text"/>
14. Marital status: Single <input type="checkbox"/>	Divorced <input type="checkbox"/>	16. Commencement date: Period covered by contributions	<input type="text"/>
Married <input type="checkbox"/>	Widow/er <input type="checkbox"/>	17. Date of service termination	<input type="text"/>
Life Partner <input type="checkbox"/>		18. Pension retirement age (per service conditions)	<input type="text"/> Years

19. Employer name	<input type="text"/>		
20. Employer code	<input type="text"/>	21. Occupation code	<input type="text"/>
22. Reason for termination of service	<input type="text"/>		
23. Exit rule/s	<input type="text"/>		

B) MEMBER'S CONTACT PARTICULARS (This section is compulsory if type of transaction is A, B, C, D)

1. Postal address of member	<input type="text"/>		
2. Residential address of member	<input type="text"/>		
3. Tel No.	<input type="text"/>	4. Cell No.	<input type="text"/>
5. E-Mail.	<input type="text"/>		

Alternative contact details (optional)

6. Tel No.	<input type="text"/>	7. Cell No.	<input type="text"/>
8. E-Mail.	<input type="text"/>		

Employer Initial 1

Employer Initial 2

C) PAYMENT PARTICULARS (This section is compulsory if type of transaction is A, B, C, D)

1. Payment must be forwarded directly to: A. Bank B. Trust Fund C. Pension Fund D. Unclaimed

2. Trust Fund registration number (if applicable):

3. Name of account holder

4. Type of account: Cheque Transmission Savings

5. Bank name

6. Branch name

7. Branch code 8. Account No.

9. Fund registration number (in case of Actuarial Interest Transfer) **12/8**

10. SARS registration number of fund **18/20/4**

11. Policy No.

CONTACT PARTICULARS OF THE TRANSFEEE FUND

(NB: These are the contact details as captured on the tax directive application and must correspond with the contact information for the transferee fund as a captured at SARS)

12. Tel No 13. Cell No

14. E-Mail

D) DEBT PARTICULARS (Compulsory for debt to be deducted from benefits payable - Departmental debt form must be completed and submitted) (Total liabilities debt to state/employer/fund, including arrear contributions (specify salary overpayment separately)).

1.a Debt description

1.b Debt amount ,

2.a Debt description

2.b Debt amount ,

3.a Debt description

3.b Debt amount , 4. Debt total ,

E) SERVICE PARTICULARS (Compulsory for all type of transactions (A, B, C, D)

1. Annual salary (basic pensionable salary) reflecting the increase periods during the last five years (or whole period if shorter)

Period From	Period To	Annual Salary for Period
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Periods of bought service

From	To
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3.b. Last date i.r.o. which Bought Service Installment was deducted

4. Any periods of breaks in service to be disregarded.

From	To
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Employer Initial 1

Employer Initial 2

F. DEPENDANTS PARTICULARS

1.a) Surname

1.b) Initials

1.c) Date of birth

1.d) ID No. (or) Passport No.

1.e) Relationship to member: Spouse Life Partner Divorced
 Natural Child Step Child Adopted

1.f) Spouse's status: Married Widowed Divorced Divorce date

1.g) Child's status: Under 18 18 and Older Disabled Full time student

1.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

DEPENDANTS PARTICULARS (continued)

2.a) Surname

2.b) Initials

2.c) Date of birth

2.d) ID No. (or) Passport No.

2.e) Relationship to member: Spouse Life Partner Divorced
 Natural Child Step Child Adopted

2.f) Spouse's status: Married Widowed Divorced Divorce date

2.g) Child's status: Under 18 18 and Older Disabled Full time student

2.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

Employer Initial 1

Employer Initial 2

DEPENDANTS PARTICULARS (continued)

3.a) Surname

3.b) Initials

3.c) Date of birth

3.d) ID No. (or) Passport No.

3.e) Relationship to member: Spouse Life Partner Divorced

Natural Child Step Child Adopted

3.f) Spouse's status: Married Widowed Divorced Divorce date

3.g) Child's status: Under 18 18 and Older Disabled Full time student

3.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

DEPENDANTS PARTICULARS (continued)

4.a) Surname

4.b) Initials

4.c) Date of birth

4.d) ID No. (or)Passport No.

4.e) Relationship to member: Spouse Life Partner Divorced

Natural Child Step Child Adopted

4.f) Spouse's status: Married Widowed Divorced Divorce date

4.g) Child's status: Under 18 18 and Older Disabled Full time student

4.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

Employer Initial 1

Employer Initial 2

DEPENDANTS PARTICULARS (continued)

5.a) Surname

5.b) Initials

5.c) Date of birth

5.d) ID No. (or) Passport No.

5.e) Relationship to member: Spouse Life Partner Divorced
 Natural Child Step Child Adopted

5.f) Spouse's status: Married Widowed Divorced Divorce date

5.g) Child's status: Under 18 18 and Older Disabled Full time student

5.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

DEPENDANTS PARTICULARS (continued)

6.a) Surname

6.b) Initials

6.c) Date of birth

6.d) ID No. (or) Passport No.

6.e) Relationship to member: Spouse Life Partner Divorced
 Natural Child Step Child Adopted

6.f) Spouse's status: Married Widowed Divorced Divorce date

6.g) Child's status: Under 18 18 and Older Disabled Full time student

6.h) Registered dependant of medical scheme? Yes No

If the beneficiary is a minor, please provide the initials and surname of the guardian, as well as the relationship between the guardian and child

Guardian Surname

Guardian Initials Guardian's ID Number

Relationship to minor

Please provide the contact details for the beneficiary, or the guardian of the beneficiary, if the beneficiary is a minor

E-Mail Address

Tel No. - Cell No. -

Postal address

Employer Initial 1

Employer Initial 2

Instructions for Completing Form Z102: Withdrawal of a Member from the GEPF

1. This exit form must be completed where a member of a the GEPF exits the fund, or transfers to another fund administered by the GPAA.
2. To notify the GEPF of a divorce, please complete the Z103 Notification of Divorce
3. All sections and fields must be completed except where an option is exercised i.e. a choice of account type, exit type etc.
4. All attachments must accompany the exit form and where certified copies of documents are required, the certification may not be older than 6 months on receipt of the documents in GEPF.

Completion of the Z102:

Type of Transaction

Select the type of transaction from the following:

[A] RESIGNATION / ABSCONDED	If the member has resigned, absconded, been dismissed for misconduct or been discharged due to ill-health caused by <u>own</u> fault.
[B] TRANSFERS BETWEEN FUNDS:	For a transfer of a member's pension value between the GEPF and any other <u>GPAA</u> administered fund.
[C] RETIREMENT/DISCHARGE:	For any type of retirement or and discharge that will result in the member receiving a monthly pension should the member have accrued the minimum required pensionable service. Where the member has <u>less than the minimum service</u> to qualify for a month pension, the member will receive a lumpsum payment calculated according to the applicable formula
[D] DEATH	Only in cases of death in service.

A) PERSONAL PARTICULARS

1. This section is compulsory for all transaction types and all fields applicable must be completed
2. If the particulars of a member on his or her ID are not correct, those particulars must be corrected at DoHA as soon as possible and the corrected information used to support the application. GEPF validates all personal particulars against DoHA and mismatched information will be rejected for correction.
3. It is imperative that the members current active tax number be furnished on the Z102, and that the member ensures all tax matters with SARS are resolved prior to submission of the exit documentation. Any outstanding tax issues will result in a delay in payment of the benefit as SARS

will decline to issue the required tax directive. Please note that GEPF cannot intercede with SARS on behalf of the member and that GEPF cannot release payment until SARS have issued the required tax directive.

- Exits on this form will apply only to the Government Employees Pension Fund (GEPF) (Code 96) exits - exits from any other fund (i.e. AIPF or TEPF) administered by GPAA must be processed on the GPAA form and submitted directly to the GPAA.

Occupation code will be one of the following:

Occupation Code	Occupation Description
1	Public Services
2	Provincial Services
3	Permanent Force
4	S.A. Police Service
5	National Intelligence Services (NIA)/South African Secret Service (SASS)
6	Department of Correctional Services
7	Associated Institutions (AIPF Fund)
8	Authorities Services
9	Head of Department (Director General)
A	Magistrates

B) MEMBER'S CONTACT PARTICULARS

- It is critical that a member provide the correct contact details to GEPF in order to ensure that GEPF can communicate benefit and other information to a member. Please note that some of this information is communicated to SARS and incorrect information will result in delays in finalizing the tax directives to be issued.
- Please note that GEPF fully complies to POPIA – no member information will be shared with third parties unless there is a legislative requirement to do so.**
- The fastest and most secure communication between GEPF and the member is by e-mail and SMS – please ensure that the correct contact details are supplied to ensure effective member communication

C) PAYMENT PARTICULARS

- With the exception of death-in-service exits, the payment details supplied must be those of the member, or those of the external fund the member wishes to transfer his or her pension benefit to.

This implies the following:

- No payment may be made to a loan or credit card account;
- No payment may be made to a third party account with the exception of minor beneficiaries, in which case the benefit may be paid to the guardian of the child, or to the Master of the High Court.
- In the case of a major who is incapable of administering his or her own affairs, the *curator bonis* appointment letter from the Master of the High Court must be submitted along with the bank form and ID of the appointed person.
- Payment of benefits due to a minor, to a trust will only be considered where the required documents issued by the Master of the High Court are attached, along with the motivation why such a payment is required.

2. The payment particulars on the Z102, must match those on the Z894 bank form submitted or those on the Z1525 transfer to external fund.
3. In instances where the **Z103** is submitted to report a divorce, the divorce decree must be served on the GEPF and the decree or the settlement agreement must clearly state what portion or value of the GEPF pension of the specific member must be allocated to the ex-spouse. The **Z103** must then contain the service details of the member on the date of divorce and GEPF will calculate the benefit due as on that date.
Payment to the ex-spouse will take place once the divorce benefit is calculated and the service period of the member is adjusted to make provision for the divorce benefit paid. The member will receive the benefit provided for as per his or her actual pensionable service accrued, but the value of the benefit will be calculated using the adjusted service.

D) DEBT PARTICULARS

1. Department debt may only be claimed against the exit benefit of a member, if the debt claimed complies with the rules of the GEPF.
2. Where the employer wishes to claim departmental debt against the exiting member, the departmental debt claim form must be completed and signed by the member (subject to specific exceptions) and the form must accompany the Z102.
3. The value and rules in terms of which the claim is being submitted, must be noted on the Z102.

E) SERVICE PARTICULARS

1. The pensionable service particulars for the exiting member for the last 5 years (or full service period if the period is shorter) are required.
2. The service period and salary scales must match the contributions made to the GEPF or the documents will be rejected back to the employer for correction.
3. If the member purchased any service, The details of the periods purchased, and the last date of payment are required.
4. If the member had any breaks in service for which **NO** contributions were paid, the details of such periods must be provided (Leave without pay where contributions were paid to the GEPF, do not have to be reported i.e. LWP periods less than 120 days)

F) DEPENDANTS PARTICULARS

1. If the member exits under transaction types A or B, this section is not compulsory.
2. If a member retires or is discharged and a monthly pension becomes payable, he or she is strongly advised to furnish the GEPF with a nomination form and particulars of dependants.
3. Dependant particulars are mandatory for death-in-service exits.
 - 3.1. Should there be no dependants for a death in service exit, the particulars of the executor of the estate and estate late banking particulars will be required;
The bank form to be used for estate late payments, is available on the GEPF website, along with the instructions for completion.
 - 3.2. The personal and contact details, as well as banking particulars of all dependants and potential beneficiaries are required.
The banking particulars must be furnished on the Z894 bank form.
 - 3.3. Where a potential beneficiary is a minor, the contact details of the guardian and the relationship between the guardian and child must be furnished.
If the guardian is not a parent, there is an additional requirement for a social worker to confirm the suitability of the guardianship arrangement.

- 3.4. Where payment must be made to a minor, the banking particulars of the guardian are required.
The GEPF will pay such a benefit to the guardian OR the Master of the High Court.

G) MEDICAL BENEFIT PARTICULARS

1. This section is compulsory for all retirements, discharges and death in service exits

H) CERTIFICATION PARTICULARS BY EMPLOYER

1. This section is compulsory for completion by the person capturing the exit at the employer AND the person authoring the exit at the employer

Required Attachments:

1. A certified copy of the ID:
 - 1.1. This will be the ID of the exiting member (both sides of the SA ID Card, or green barcoded ID book) or,
 - 1.2. If the pensioner is not a South African national, a certified copy of his or her **valid** passport.
 - 1.3. For a death in service claim, this will be the ID's, valid passports or birth certificates of all the dependants, nominees and potential beneficiaries are required;
 - 1.4. For minor beneficiaries this will be the ID's or valid passports of the guardians in addition to those of the minors
2. A duly completed Bank Particulars Form (Z894):
 - 2.1. In the name of the member, or each potential beneficiary, in the case of a death in service exit.
 - 2.2. If the beneficiary in question is a minor, the bank particulars of the guardian of the child will be required.
 - 2.3. For payments to an estate late account, the ID and appointment letter of the executor are required in addition to the bank form;
 - 2.4. The correct bank forms are available on the website or from GEPF client service point;
 - 2.5. Banking Particulars for divorce payments must be furnished on exit of the member.
3. For actuarial transfer to an approved external retirement fund a duly completed Z1525 form with the Particulars of the approved external retirement fund for transfer of the funds.
4. If the employer is in possession of any nomination forms and the exit type is death-in-service or retirement, the original nomination form must be submitted along with the exit form.
5. If the exit type is retirement or death-in-service, the employer must furnish GEPF with any copies of marriage certificates, lobola letters, birth certificates, divorce decrees, or any other documents pertinent to the dependants or potential beneficiaries of the exiting member.

***All certified copies must be certified within the last six months**

Submission Instructions:

After completing the form, the original form must be delivered to any GEPF regional office or posted to the GEPF, along with the attachments listed above.

Postal Return address:
Government Employees Pension Fund
Private Bag X63
Pretoria
SOUTH AFRICA
0001

The GEPF respects privacy and personal information of its members and pensioners and therefore subscribes to the provisions of the Protection of Personal Information Act 4 of 2013. Visit www.gepf.co.za to view GEPF Privacy Policy and Privacy statement.